

18 November 1975

MEMORANDUM FOR: Chief, Policy & Plans Group

STAT

ATTN :

SUBJECT : Types of Records Maintained in OS Registry

In response to the memorandum from the DD/P&M dated 19 September 1975, Subject, MBO Objective OS-D 01-76, the records maintained by the OS Registry may be categorized as follows:

|  |                |
|--|----------------|
| Policy Files   | Must be kept   |
| Legislative Policy   | Should be kept |
| Yearly Administrative Files  | Should be kept |
| Headquarters Regulations, Notices,<br>Bulletins, OS Notices & Directives | Must be kept   |
| 3 x 5 Control Cards  | Should be kept |

Chief, OS Registry

STAT